GENERAL AND REVENUE SECRETARIAT

Serial Nos. Two

Part B for May 25 -

SUBJECT

Powers to the office Assistant to the Director of Geology to sign Pay bills

Sc 7719-20 & 13.5.25

To

Director of Geology

Comptroller to Govt

Authorizes the Office Assistant of the Director of Geology to sign all bills for the Director

G. R. S. 11] 1924-25

GENERAL AND REVENUE SECRETARIAT.

(Estt)

NOTES.

File No. 130

FILE HEADING.

Powers to the offic Assistants to the dir of Estt to sign paybills &c.

From

the Dir. of Estt

No. 15-72 Dated 9-4-25 Received

Diary No. 5-044	Enclos. 1	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Requests that powers of Govt. may be accorded to the offic Assts. to sign paybills &c. during the absence of the Dir. of Estt. from head quarte

NOTES AND ORDERS.

Mr. Samuel Chatterji was appointed Office Asstt. to the Dir of Estt in G. O. Nos. I. C 6819-20/Estt 102-22-2 of 9-5-23 & not in the G. O. Nos I C 7372-3/Estt. 102-22-4 of 11-5-23 as quoted by the Dir in the letter under di

APP. F. III—21

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Serial No.

M
G 36-89-90 of
Genl. 6-15-16
13/9/16 V

2) the then Registrar, Asst. in Varendra, who was in the grade of 100-10-150 was empowered to sign, during the absence of the Dir. from Head Quarters only ordinary communications including pay bills etc & not those addressed to Govt

3) the Dir. states that the Comptr. has taken objection to the present office assistant signing the pay bills & contingent bills because no formal orders were issued to the above effect when the designation of "Registrar was changed to that of "office Assistant There seems to be no objection to authorise him as recommended by the Dir

4) In the matter of Communications addressed to Govt. the office assistant is now affixing his signature with the words for Director absent from Head Quarters

This procedure is not contemplated either in the orders of

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Serial No.

S.No 4

General and Revenue Secretariat. Genl. File No. 130 of 19 2.C

Serial No.

September 1916 or in any subsequent communication whether, in a department consisting of 4-5 gazetted officers, ~~the Dir. will be correct in allowing~~ the Office Assistant (from Gazetted Officer) being allowed to sign papers addressed to Govt contrary to the instructions conveyed in G.O. of 1916 is ~~is~~ placed for consideration

5) A spare copy of G.O. No 3499-3508/E.A. G 373 of 6.5.19 containing instructions as regards the signing of papers addressed to I.G.E Bazaar ~~correspondence~~ ~~Gazetted officers~~ ~~Director~~ ~~Office~~ ~~Assistant~~ ~~to the Director~~ ~~Genl~~ is also submitted for perusal

by order

20/2714/25. VB

14.4.25

The Dir's recommendation is to

Orders -

The Office Asst may perhaps be authorised to sign papers with contingent bills, routine papers &c during the absence of the Dir from Stn

Whether he may be also authorised to sign Comm^ns to addressed to Govt,

5

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During the Dir's absence in f crows the G O of 1916. (Hay V.) does not seem to be clear on the point. It appears also to mean that the Regr can sign pay bills, contingent bills, routine papers etc, at all times and that he can sign communications addressed to Govt only when the Dir was absent from Headqrs [illegible] "except [illegible] Govt" [illegible] in an [illegible] in the Govt.

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Rev dn 7 UET 20/4

Under G.O of 1916 (Hay V), Registrar is also authorised to sign communications addressed to Govt during the absence of Dr - from H.Q quarters.

The recommendation of Dr may perhaps be approved as it is not frequently that such cases do occur

(1st member)

8.0 21.4 UET 21/4

The offg Asstt can be authorised to sign bills for the Director in urgent cases of the absence of the Director from H.Q. The offg capacity bills should however be submitted of the Asstt to Dir for his personal approval

The Fin Sec'y may be consulted as to whether any order may be issued on above lines

Dr

Put up
with Compts

Maybe issued by
25/4

+ £5/25 28/4/25 27/4

APP. F. III—General and Revenue Secretariat. Genl File No. 130 of 19 24

Serial No.	
119 7.5	Draft put up. 20 6/5/25 Rem Mr 1 Mo)

To apdt
Rem Mr
11/5 —
Mr 1/5 —
11/5 —
dc
11/5 —
11/5 —
Issue
12/5/25

To

The Director of Genl
& Comptr Govt
No. C. 774-20 of 1875

With Reference to the Instructions
the office Asst. of the Director of
Genl to sign the bills for the
Director in urgent cases during
the absence of the Director from
Head Quarters.

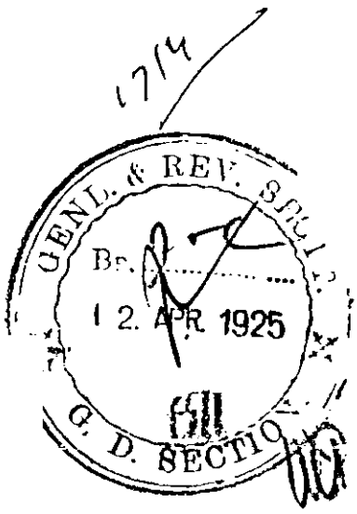
5044

M. G. D. 12. 41695

~~Camp, KALADGA.~~

No. 1572 Geol. Dated, ~~Bangalore~~, 9th April, 1925.
Bangalore, III.

Geol 130-24-1



From

B. JAYA RAM, ESQUIRE, F.G.S.,
Director, Mysore Geological Department.

To

K. V. Anataraman Esquire, B.A.,
Secretary to the Government of His
Highness the Maharaja of Mysore,
Revenue Department,
Bangalore.

Sir,

7322-3

With reference to Government Order No.I.C.~~73-72-~~3/ Geol.102-22-4, dated 11th May 1923, directing the appointment of Mr. P.A.Swamy Chetty as Office Assistant to the Director of the Department of Geology, I beg to state as follows:

2. I beg to invite the attention of the Government to their Order No.G.3589-90-Geol.6-15-16, dated 13th September 1916, authorising the Registrar of the Department to sign for the Director all communications of ordinary routine nature including pay bills etc. except those addressed to Government which may be signed by the Registrar during the absence of the Director from the head-quarters. The present reference arises on the refusal of the Comptroller to accept Mr. Swamy Chetty's signature for the Director to pay bill of February 1925, on behalf of the establishment sent to him for audit. He was however pleased to pass it provisionally. I also submit another objection raised by the comptroller in connection with contingent bill signed by my Office Assistant Mr. Swamy chetty although passed by him provisionally which I herewith send for perusal of Government.

3. With a view to obviate unnecessary delay in casting contingent and pay bills in exceptional cases when the

Director

Director happens to be away on tour, it is desireable that the Office Assistant should be authorised to sign for such bills.

4 As such instances are not likely to occur too frequently I request Government to kindly sanction permission for the Office Assistant to sign bills for the Director only on special emergent cases.

I have the honour to be,
Sir,
Your most obedient servant,

B. Foote

Director,
Mysore Geological Department.

To be returned with reply.

Comptroller's Office,

Dated 6 - 2 *192* 5

Memo No. T 1343

The accompanying bill is returned ~~for supplying the omission noted below~~ - with the following remarks.

Assistant Comptroller.

To The Director of U.S. Geology

The contingent bill signed by the Office Assistant has been passed provisionally. A copy of the forfeiture order, if any, ~~depriving~~ ~~the duties of~~ the Office Assistant may ~~have~~ be furnished. If not, specific orders of Government authorizing ~~his~~ Office Assistant ~~to act~~ will be required.

3

G.R.S. 28]

File No. Gen 2

Serial No. 130/24

Sc 2

*Diary No. of letter replied to*_

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.

( )

, *the* 191

Date of issue 13-5-25

Signed by Mr. V. V. Acharya

READ—

G.O. No. G. 35 E9-90/ Gen 6-15-16 dt 13.9.16 authorising the Registrar, Genl: Deptt to sign for

ORDER THEREON.—No.

the Dir. of Geology all communications of ordinary routine nature including pay bills &c., except those addressed

over.

to Govt.

2) Letter no 15-72 of 9-4-26 from the Dir of Geol stating that the Compiler has raised objections to his office Asstt. signing contingent bills and requesting sanction of Govt. for the Geo. office Asstt. to sign bills for the Director in emergent cases, during his absence on tour.

Order No. G.C. 7719-20
of 13-5-25
NC.

the office Assistant to the Dir. of Geol. is authorised to sign all bills for the Dir. in urgent cases during the absence of the Dir. from Head Quarters, the office Copyist of such bills shall be submitted by him all to the Dir for

R. S. G/33]

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)